



Tiny Trees Nursery at Lostwithiel Primary School  
Bodmin Hill  
Lostwithiel  
PL22 0AJ



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**Welcome** to Tiny Trees Nursery at Lostwithiel School. We are looking forward to getting to know you and your child.

### **Our Ethos**

Being curious and playful is at the heart of what we do here at Tiny Trees. Highly trained staff ensure that all learning opportunities take place in a safe and secure environment, where free play, fresh air and fun are always in abundance. They develop skills through play-based learning encouraging all children to be adventurous and skillful communicators who connect with others through language and play.

Exploration, communication and adventure take place both inside and out - helping us to inspire our little ones to become sociable and confident little people. Staff use the 'observe, support and extend' model to broaden knowledge and skills for all. By participating in engaging and motivating activities in a natural environment, everyone has an opportunity to develop intrinsic motivation, confidence and sound emotional and social skills.

### **Settling in is important**

Starting nursery is a big step for most children. That's why we think settling-in is really important. The time you spend helping your child to settle in will really benefit them in the long run - it will mean your child will be happier, more confident, and learn better and enjoy nursery more. Different children will settle in at different rates.

Please use the form at the back of this pack to provide us with information about your child. This information will help us to settle your child in, and help us to make sure we meet your child's needs in nursery.

### **There are two important parts of settling in:**

- Your child feeling confident to play in the nursery
- Your child playing with and talking to their key person

We will really need your help during settling in, because you know your child better than



anyone. Please talk to your key person about how you think things are going.

**Settling in goes well for most children, and they soon start to enjoy nursery.** But if your child gets upset or sad, don't worry. All of us can feel sad when we are parted from someone we love. What matters is that your child can be comforted by their key person and helped to settle. Try to be as confident as possible that your child will be OK. If your child sees that you are upset or anxious, then they will get upset too.

## **Top tips - bringing your child to Tiny Trees Nursery**

- We value our close partnership with parents and carers. Please talk to your key person if you are unsure about anything, or have any worries or concerns. We will talk to you regularly about how your child is getting on and how we can work together to help your child.
- The main way children learn in nursery is through play and through exploring real things. The children can go in and out freely for most of their session. Children will sometimes get messy or dirty in nursery, so please dress them in clothes and shoes that they can run around and play in freely. It's best not to send them in their best clothes.

## **Some ways you can help your child at nursery**

- Children can be more independent if they wear clothes they can take on or off themselves. Velcro shoe fasteners and elastic waistbands are easy - laces, lots of buttons and belts are difficult for young children. We have Tiny Trees school jumpers that are available to buy from Wovina in Bodmin. Please can you make sure all belongings are NAMED.

## **Please help the nursery by:**

- Not using your mobile. When you are dropping off or picking up your child, we think it is important that you are available to listen to your child and talk with them.
- Not taking photos - other families may not want you to photograph their child. We take pictures of the children regularly for their online journal to record things that are important for your child.
- Telling us if someone different is going to pick up your child (if it isn't going to be you or one of the other people on your form). The minimum age for picking up a nursery child

is 16 years old. If we don't know the person who comes to nursery, we will not let them take your child.

Signing up for Class dojo with your email address so you can receive important updates and information from the nursery and admin team.

### **Opening Times:**

We are open Monday to Friday from 8am until 5pm TERM TIME ONLY.

It really helps children if they come to nursery on time, and are picked up on time. Coming late is hard for children as everyone else is busy and playing.

If your child is sick, please phone the nursery to let us know.

Please label your child's coat with their name, and as many other items of their clothing as possible.

### **Funded morning session:**

Please bring your child to nursery for the start of the session at 9am. Please come and pick up your child at 12noon.

### **Funded afternoon session:**

Please bring your child to nursery for the start of the session at 12noon. Please come and pick up your child at 3pm.

**Snacks and meals** - we provide a snack in school for children to eat and drink if they wish to during the school session. This includes water or milk to drink, fruit and vegetables and a range of other healthy foods. We believe that snack and meal time is a time to sit and socialise, so our children and adults eat together. Meals are provided by Chartwells and can be ordered in advance. Please make us aware of any allergies and dietary needs.



**Dental Health** - it is really important to register your child with a dentist. We can give you a list of local NHS dentists: all treatment for children is free.

**Birthdays and Celebrations** We will celebrate your child's birthday if you want us to by singing Happy Birthday to them at story time. Please do not bring in any sweets or cakes as we will not be able to hand these out.



When we celebrate other festivals we may ask you to bring in some food items so that we can make a range of healthy snacks with the children.

## The Team

Mrs Kate Webber Mon-Fri Full time	Nursery Manager, Forest School Leader and EYFS lead. Deputy Safeguarding lead Class teacher for Apple Tree Class	BA (hons) PGCE Safeguarding level 3 Over 20 years Early Years teaching experience Forest School Leader Award
Mrs Karen Bolton Mon-Fri 11-5pm	Room leader and Forest School Trained	NVQ3 EY Childcare and Development Level 3 Forest School Leader Award Over 20 years Early Years experience Safeguarding level 3
Mrs Jenny Tiddy Mon-Fri 8am-3.15	Play leader	Working towards CACHE Level 3. Experienced Early Years and SEND practitioner.
Mrs Charlene Rule Wed, Thur, Fri 9-1pm	Play leader	Working towards CACHE Level 2. Experienced Early Years and 2 year old practitioner.
Mrs Tor Redhead Mon-Fri 8am-3.15	Play leader	NVQ3 EY Childcare and Development Level 3 Forest School Leader Award
Mrs Barbara George Mon-Fri Full time	Teaching Assistant in Apple Tree Class	NVQ3 EY Childcare and Development Read, write inc. reading teacher Breakfast/ Afterschool club leader Over 20 years Early Years experience.
Mrs Rebecca Charnock Mon-Fri Full time	Tiny Trees Administrator	BSc (hons) PGCE Forest School Leader Award

## Key worker system

Tiny Trees uses a key person approach. This means that each member of the team has a group of children for whom he/she is particularly responsible. Your child's key person will be the person who works with you to make sure that what we provide is right for your child's particular needs and interests. When your child first starts at Tiny Trees she/he will help your child to settle and throughout your child's time at the setting they will help your child to learn and develop and communicate regularly with you.

## **Training**

Training is ongoing and delivered throughout the year through weekly staff meetings. At the start of each year ALL staff complete and update their safeguarding training. Staff are first aid trained. From time to time we will also hold learning and information events for parents and carers. Please ask us if you have a particular interest in any aspect of childcare and education.

## **EYFS – The Early Years Foundation Stage**

The early years foundation stage (EYFS) sets standards for the learning, development and care of your child from birth to 5 years old.

### **Areas of learning**

Your child will mostly be taught through games and play.

The areas of learning are:

- communication and language
- physical development
- personal, social and emotional development
- literacy
- mathematics
- understanding the world
- expressive arts and design

At Tiny Trees we believe in allowing children to go at their own pace, giving them the time, they need to explore, manipulate, discover, and practise newly acquired skills. This naturally helps their growth and learning. Play and curiosity is the most important resource that children have to help them grow, learn and connect with people, the world around them and their imagination.

## **Forest School and welly walks**

Children have a real affinity with the natural world, an insatiable curiosity and a sense of wonder about the tiniest detail. If tomorrow's caretakers of the earth are to love and understand the natural world, they need to explore it, enjoy it and recognise our reliance upon it. We constantly plan for opportunities to learn inside and outside within our setting. We get outside daily and explore our beautiful grounds getting a healthy dose of fresh air and freedom. We use our Forest School area every Wednesday and Friday morning but also visit other areas throughout the week including our nature garden.

## **Safeguarding**

At Tiny Trees Nursery we are committed to Safeguarding children. The health, safety and emotional well-being of every child are our paramount concern. Our aim is that the children will thrive with us in a safe and happy environment.

As part of our general Safeguarding and Child Protection procedures we would like you to note that:

- The Designated Safeguarding Lead at our school is Natalie Simmonds -Headteacher.
- The Deputy Designated Safeguarding Lead is Kate Webber- Assistant Headteacher

Our Safeguarding Governor is Rebecca Ellis. She can be contacted through the School Office or directly via email: [rellis@gov.celtrust.org](mailto:rellis@gov.celtrust.org)

- If you have concerns about the welfare of any child during your visit, then you should speak to one of the designated leads.
- If you have any concerns about the conduct of a member of staff, or any other adult, then you should speak to the designated lead.
- If you have concerns regarding a designated lead then you should contact Marc Cooper, Chair of Governors via email: [mcooper@celtrust.org](mailto:mcooper@celtrust.org)

We are an operation Encompass School.

### **Tiny Trees First Aiders**

Kate Webber, Barbara George, Rebecca Charnock, Karen Bolton, Jenny Tiddy.

### **Health and Safety**

If you have any queries or concerns relating to Health and Safety please speak to:

Natalie Simmonds - Headteacher

Mike Stead - Health and Safety Governor

Site manager- John Warnham

### **Fire Drills**

If you hear a continuous bell, please follow the instructions of the member of staff you are working with or, if alone, leave the building through the nearest exit.

## **SEND**

SEND stands for Special Educational Needs and Disabilities. Special Educational Needs and Disabilities are defined in the Code of Practice 2014 where it is stated that "A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her"

Our SENDco (Special Educational Needs and Disabilities Co-ordinator) is Sarah Kriskovic. She is responsible for the day to day operation of the SEND policy. If you have any questions about SEND please contact [sendco@lostwithiellsch.org](mailto:sendco@lostwithiellsch.org)

We can support your child to achieve the very best they can at Tiny Trees. We value the input that parents make to their child's education and aim to work together to provide the best possible support for your child.

*Thanks for your help and support - the staff team at Tiny Trees  
Nursery*

## All About Me - At Home!

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

We would like to hear what your child has been doing at home! This will help us to keep up to date with your child's learning and development and also learn about new interests and achievements to better understand your child. Please write a brief comment in the box below. There are some prompts at the bottom of the box to help. Thank you!

# CONFIDENTIAL - ABOUT YOUR CHILD

Birth Certificate Checked? Yes/No:

No:

Admission no:

Admission date:

This section to be completed by the school

Male/Female Please circle appropriate

Date of birth:

Name of child:

Name child will be known as:

Address (including postcode):

Home telephone no:

Email:

Mother's name:

Occupation:

Mobile no:

Father's name:

Occupation:

Mobile no:

Names of all children in the family:

	Name	DOB
1		
2		
3		
4		
5		

General Practitioner:

Clinic:

Telephone no:

Health Visitor:

Clinic:

Telephone no:

Any important health considerations? (please give details and any special requirements ie. Use of inhaler/epipen):



Any ongoing medication:

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Dietary requirements/Food allergies (this information will be displayed in the kitchen, if you are unhappy with this information being displayed please indicate below):

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Any allergies eg. Penicillin, plasters, anaesthetic, face paints, wasp stings/insect bites?:

--

Please name any previous nursery/playgroup/childminder experience:

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Please name any nursery/childminder provision that your child will be attending whilst at our nursery:

Do we have your permission to apply nappy cream and suntan cream to your child if necessary?

YES

☐

NO

☐

Please tick the appropriate box

Is there anything special you would like us to know about your child:

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Persons authorised to take/collect the child (emergency contacts):

(1) Name:		(2) Name:	
Address:		Address:	
(including postcode)		(including postcode)	
Telephone:		Telephone:	
Mobile:		Mobile:	

I give permission for my child:

- To be taken to hospital for treatment in the event of an emergency
- To be given medication as prescribed by my GP, dentist nurse or pharmacist and will provide written consent for each and every new medication to be given
- To have their photo taken for their online Journal on Tapestry.
- To have unnamed images shared on our school website and social media.

Signature		Date	
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Form completed by:

Signature		Date	
Print name			

